

CONFIDENTIAL

Records 5

Chief, Administrative Services Division
Attn: [redacted]
Acting Head, Records Control Unit

19 January 1951

Microfilming Equipment

1. Following your suggestion, I have discussed with [redacted] the demands of the agency for microfilming equipment which we can foresee. [redacted] had begun the study of anticipated demands for microfilming equipment and supplies, some of which were mentioned in his memo to you about 27 December 1950. This study was not completed before [redacted] left us.

2. [redacted] and the writer agree that the Burroughs Company should be permitted to correct, if possible, the defective engineering design of their camera, which their agents recognize. At least an interim improvement has been made to these units by the company, with the exception of two cameras which the company has not yet picked up. Two cameras are now at the company, though they have given us a replacement for one. We believe that all of this equipment should be used as well as possible before other rotary microfilm cameras are ordered.

3. In some cases, however, greater definition must be obtained than is possible when working at the greater reduction ratios required by 16mm cameras. One of these jobs which should be started at the earliest possible date is in OSO under [redacted]. After much study it was agreed that 3 each, Diebold Flo-film cameras, Model 90-01 and one 35mm Flo-film processor should be purchased for this job. The work is urgent and is part of the Vital Records program. [redacted] agreed that this job must be done in the manner requested by OSO.

4. [redacted] who has the responsibility for seeing to it that the OSO project be commenced, have made several inquiries over the past several weeks as to the obtaining of this equipment. [redacted] had contacted the Diebold people to see about getting rapid delivery and had not reported to me on his findings before he left. Yesterday we received another inquiry from OSO and on the same day we had been intouch with Mr. Huse of Diebold here. As a result, we agreed that we would supply a D.O. number to Diebold with our order so that they could make delivery to us within 15 days. The equipment to be ordered includes 3 each Diebold Flofilm Cameras, Model 90-01 and one 35mm Diebold Flofilm Processor, Model 91-05. The gov't schedule price is about \$2,095 for the camera and \$1,895 for the processor.

5. [redacted] and the writer agreed also that camera operators should be given as much and as thorough training in camera operation as conditions will permit. These persons should not be persons waiting assignment to other positions, as this fosters disinterest and discontent. We believe that four positions, CAF-3, should be established on the T/O of the Reproduction Shop, to provide operators for an equal number of microfilm cameras located wherever necessary throughout CIA. These

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persons should not be pulled off these microfilming jobs for use within the Reproduction Shop, but should be on continuous detail to specific projects. Assignment to the Reproduction Shop would make them responsible to the activity developing the microfilm and should facilitate the exchange of camera operators within and outside of Reproduction when necessary. However, it will almost certainly be necessary to suspend current projects and those which must be started in the next week or so with pool people on indefinite temporary assignments.

5. The division of responsibility for microfilming operations between the Records Control Unit and the Reproduction Shop if operators were on the Reproduction T/O would be as follows:

- a. Reproduction would select microfilm camera operators. Reproduction would give operators a course of training in photographic techniques and would provide trained operators for assignment.
- b. Records Control will determine what jobs are to be done and in what sequence. Often two or more projects must be undertaken in bits and pieces so that one camera operator might be used for more than one project, keeping abreast of each portion as it develops.
- c. Records Control will make requisition on Reproduction for these operators as needed. Camera operators will not ordinarily be used for duties other than actual operation of cameras though they may be required to prepare flash targets and operations involving little work in connection with indexing and identification of film.

CONCURRENCE

S/ WLP signed P 300

[Redacted]

25X1

25X1

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[Redacted]

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Kassas
April 1951

Microfilming Costs

A.

16mm Rotary Camera - 18 to 1 Reduction

CAMERA Original Cost \$3850 (Depreciation 10 yrs.) = \$385.00 yr.
 Estimating use at 250 days per yr. = 1.54 per day

CAMERA OPERATOR

GS 3 labor \$10.16 per man day

FILM COST:

1 operator films an average 9,000 images per day
 16mm film averages 2,400 images per 100 ft.
 1 operator films 3.75 100 ft. reels per day
 1 roll of film costs (excluding processing) \$2.55
 Film processing by CIA (considering space, equipment and
 shop labor) costs \$0.13 per 100 ft roll
 Film cost per day $[3.75 \text{ rolls} \times (\$2.55 + \$0.13)] = \10.05 per day

INSPECTION AND LABELLING

Average of ~~the~~ per roll or 7.0 rolls per day
 with GS 3 labor @ 10.16 per man day
 3.75 rolls will require $\frac{3.75}{7.0} \text{ days} \times 10.16 = \5.44 *to inspect & label*
~~for 4.1 rolls~~
1 day's filming work

TOTALS

Camera	1.54
Operator	10.16
Film (Including processing)	10.05
Film (Inspected and Labelled)	<u>5.44</u>
	\$27.19

Costs per image $\$27.19 \div 9,000 = \0.00302

B. 35mm Flo Camera 11 to 1 reduction

Costs for 9,000 Images

Camera	.84
Operator	10.16
Film (Including Processing)	32.08
Film (Inspected and Labelled)	<u>9.29</u>
	\$52.37

Costs per image $52.37 \div 9,000 = \$0.00582$